

Volunteer Hours Record Form

This **volunteer hours record form sample** includes a section for supervisor signature, ensuring accurate verification of service time. It helps organizations track and validate volunteer contributions efficiently. Use this form to maintain reliable documentation for both volunteers and supervisors.

Volunteer Information

Name:	<hr/>
Contact Number:	<hr/>
Email:	<hr/>

Organization Information

Organization Name:	<hr/>
Department/Program:	<hr/>

Volunteer Service Hours

Date	Service Description	Start Time	End Time	Total Hours	Supervisor Initial
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Supervisor Verification

Supervisor Name:	<hr/>
Contact Number:	<hr/>
Signature:	<hr/>
Date:	<hr/>

Please return this completed form to your organization's volunteer coordinator.